

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MARCH 6, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, March 6, 2000 at 1:00 p.m. Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of participants is given in Attachment A.

Action Items/ Notes

- Joe Slayton to convert 512.11 (March 6, 2000) version to WP5.0 to see if Jeff, Cliff and others can open and read the file.
- Joe Slayton to ask NELAP to set up teleconference on 3/30 from 1-2 (short meeting to go over homework/comments to make sure all of them have a leader).
- Decision was made to turn back comments received that do not include a proposed re-wording/re-write of the standards.
- Mary Bruch to contact June Kani concerning California's microbiology D.3 concerns.
- Mary Bruch and Cliff Glowacki to review D.3 and D.5 sent 3/6/00 before Noon EST, as part of an EMAIL message. Please send Joe Slayton any errors in this edition as it is the most current version--concern is that the previous version/s could not be opened and need verification that these appendices are accurate.
- Joe Slayton to update the list of glossary terms discussed on 3/16 and distribute to QS. At the 3/22/00 the final definitions must go to Chapter 1 folks.
- All to read last comments from Florida and Kansas and be prepared to participate in a discussion during the 3/22 meeting. Silky Labie to lead Florida and Joe Slayton to lead Kansas discussions.
- Joe Slayton to re-verify that Silky is on the QS email group.
- All to review NELAC directory and to provide corrections to Lisa Doucet.
- Pete Delisle to provide definition of "Synthetic Dilution Water".
- Joe Slayton to update Radiochemistry Testing D.4 as per 2/16 meeting and provide California with consensus decisions reached by QS regarding the generic issues (scope beyond D.4) raised at the 2/16 meeting.

- Covered issues from NELAC Vi on Toxicity Testing. QS had already address NELAC VI comments on D.3 and D.5.
- Radiochemistry Testing Subcommittee met on 2/16/00 and is over half way thru the issues raised by California at NELAC Vi.
- Topics for next meeting: finalize glossary items for Chapter 1; parking lot items; Fl & Ks comments; Radchem update; D.1 and records issues from NELAC Vi.

**Participants
Quality Systems Committee
March 6, 2000**

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